



MEMORANDUM ORDER NO. 2016-12

RESTRUCTURING OF THE NATIONAL HOUSING AUTHORITY

WHEREAS, the Governance Commission for GOCCs (GCG), is mandated to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized";

WHEREAS, the NHA has an existing plantilla position of 2,462 which was approved by the Department of Budget and Management in 1985; and in 1992, the NHA adopted an interim Organizational Structure creating the Area Management Offices;

WHEREAS, the NHA Board approved the restructuring plan of NHA to enable to make the organization responsive and competitive in line with the strategic shift of decentralization and strengthening of regional operations;

WHEREAS, the NHA officially submitted to the Governance Commission its Rationalization(/Restructuring) Plan on 13 December 2013¹, all the necessary documents to be submitted to the Governance Commission were finalized on 30 November 2015, and five (5) Technical Working Group (TWG) meetings were convened between 10 March 2015 and 15 December 2015;

WHEREAS, the Restructuring Plan of NHA is expected to improve service delivery, particularly in the regions in terms of area coverage, production, monitoring, collection and socio-economic development;

NOW, BE IT-

RESOLVED, the Restructuring Plan of NHA is hereby **APPROVED** as reflected in the documents below, which form an integral part of this Memorandum Order (M.O.).

- Annex A** – Restructuring Plan;
- Annex B-1** and **B-2** – Organizational Structure;
- Annex C-1, C-2, C-3 and C-4** – Staffing Pattern; and
- Annex D** – Functional Statement.

RESOLVED FURTHER, the NHA Governing Board's authority to implement the Regional and District Office Staffing Models in Annex C-4 shall be subject to the following conditions:

¹ Officially received by the Governance Commission on 30 January 2014.

1. Regional and District Offices shall be classified based on the following parameters, details of which are provided in Annex C-4:
 - (a) Production Performance (20%)
 - (b) Production Target 2016 (15%)
 - (c) Medium Term Development Plan 2017-2022 (40%)
 - (d) Level of Urbanization (10%)
 - (e) Vulnerability Factor (Poverty and High Risk Assessment) (10%)

The Governing Board through Management shall update the classification parameters for Regional and District Offices to take into consideration developments towards ensuring that the staffing models adequately meet the demand side of service delivery;

2. Regional and District Offices shall be staffed following the Staffing Models provided in Annex C-4;
3. The reclassification of Regional and District Offices shall be approved by the NHA Governing Board following the parameters provided in Annex C-4, and the projected total Personnel Services cost shall not exceed 55% of the annual gross revenue;
4. Once approved by the NHA Governing Board, NHA shall notify the Governance Commission of its plan to reclassify Regional or District Offices including the proposed staffing pattern at least thirty (30) calendar days prior to the implementation;

RESOLVED FINALLY, the implementation of this order shall comply with the following conditions and guidelines:

1. Funding requirements for regular positions shall be sourced from the Corporate Operating Budget of NHA;
2. Filling up of vacant positions shall be programmed to ensure the overall financial viability of agency operations relative to actual revenue collections and operating requirements; Specifically, the year-end Manpower Cost to Total Revenue Ratio must not exceed 55%, with quarterly monitoring by NHA; Manpower Cost shall include the total PS Cost plus the total cost of Emergency Hires under MOOE;
3. NHA shall submit to the GCG one hard copy and one digital copy in a CD of the Plantilla of Positions;
4. Implementation of the Restructuring Plan shall commence within two (2) months after receipt of this M.O. A semi-annual progress report shall be submitted to GCG until the implementation has been completed;
5. NHA shall adopt a scheme to gradually fill up of vacant positions subject to the parameters approved by the NHA Board;
6. The pertinent civil service, budgetary, accounting, auditing and other relevant laws, rules and regulations shall be complied with; and
7. The Governing Board may reassign positions to different organizational units within the GOCC. Any other modification on the GCG-approved OSSP shall require prior approval of the Governance Commission.

DONE, in the City of Makati, this 26th day of August, Two Thousand and Sixteen.

BY AUTHORITY OF THE COMMISSION:


JAIME MA. F. FLORES II
Chairman 


CARLOS G. DOMINGUEZ III
DOF Secretary


MICHAEL P. CLORIBEL
Commissioner


BENJAMIN E. DIOKNO
DBM Secretary


SAMUEL G. DAGPIN, JR.
Commissioner

Department of Budget
and Management



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